



## Development Officer

*(8-10 month freelance contract - total 60 days)*

**Edinburgh Forge CIC are looking to employ a freelance Development Officer who will play a pivotal role in the future development of our vibrant community organisation.**

### About Edinburgh Forge

Edinburgh Forge is a unique maker space, based in renovated shipping containers situated on a brownfield site in the heart of Edinburgh. It was established in 2014 as a volunteer-led venture to see that undeveloped land be used for community benefit. Woodwork and metalwork tools and facilities are made available to local people on a drop-in basis; and workshops are held regularly to enable people to share and learn new skills. The ethos of The Forge is to encourage a culture of 'make do and mend', where people are empowered to take scrap, damaged, or unwanted materials and upcycle, repair, and re-imagine them.

You can find out more about the Forge on our [website](#) and [facebook page](#).

### The Role

Prior to the global pandemic, our membership was growing month-on-month and we had just expanded and upgraded our workshop spaces. After a challenging year, we want to ensure that we can resume this growth and momentum, and that we are well equipped to adapt and develop our organisation over the coming years. As Development Officer, you will be instrumental in helping us achieve this goal. We have secured funding to support this role over a 10 month period and hope that the investment will ensure that we are in a stronger position at the end of the 10 months. We will be reviewing the success of the role and potentially extending it if viable to do so.

## Responsibilities

### Develop and maintain partnerships

You will work to foster and strengthen our ties with local organisations, groups, and individuals - such as community groups, businesses, councilors, and workshop instructors - especially where there may be mutual benefit to these partnerships. You will create a contact and mailing list to help coordinate our partnerships.

### Coordinate Volunteer Base

We wouldn't exist without our fantastic team of volunteers. You will help develop our volunteer base by improving opportunities for volunteers to contribute to the running of the Forge. Through consultation with existing volunteers and members you will develop a support structure which enables us to get the best from our members.

Setting up monthly volunteer meetings, and creating a system for following up on actions and issues raised in these meetings.

### Communicate with Members

Our volunteers and directors are active across our various social media channels, website, and email to ensure that we communicate with our volunteers and respond to their queries. However, we would like to improve this communication. You will help us achieve this by distributing monthly mailing list updates, responding to messages, and ensuring that we have an up-to-date and active online presence.

### Work with the Directors

You will organise and attend monthly meetings with the Directors of Edinburgh Forge. These meetings will be an opportunity for us to update one another on work undertaken, and to discuss and come to a consensus on issues concerning the day-to-day running, and future development of the company. Minute taking of monthly meetings and following up on actions will be a part of the role. You may also be asked to support the Directors with organisational development, funding etc as required and as appropriate.

### Coordinate Events Schedule

The events that we hold at Edinburgh Forge range from free public events (e.g. BBQs, bonfires, group builds), to more structured, ticketed events (e.g. woodworking classes). You will help us to establish a more regular and consistent schedule of events, liaising with volunteers and instructors to coordinate planning, promotion and delivery.

### Lead on relocation strategy

Within the next 1-2 years our current site will be redeveloped, meaning that we will be forced to move to a new location. You will support the Directors in preparation for this by leading on or feeding into a business plan (depending on skills and experience in this area) that will guide the relocation, identifying potential locations, assessing financial viability, and communicating with stakeholders.

## Requirements

- Previous experience working with charities, CICs, or voluntary organisations in a similar role
- A confident and clear communicator
- Able to attend in-person meetings in Edinburgh
- Able to work remotely
- Experience working with/supporting volunteers
- Experience of running events
- Good IT skills
- Able to design and implement systems and processes
- Self-motivated

## Desirable

- Existing working relationships with local stakeholders (e.g. City of Edinburgh Council, local charities, MPs/MSPs)
- Experience in woodwork, metalwork, crafting, or maker projects/communities
- Experience using Mailchimp or similar for sending out newsletters
- Experience running social media channels and using Wordpress
- Developing business/operational plans
- Successfully securing grant funding for CICs or similar
- Experience in fundraising

## Job details

**Period:** ~ October 2021 - July 2022

**Location:** Edinburgh

**Hours:** 60 days total - 1.5-2 days per week for 8 - 10 months (to be agreed with successful applicant)

**Rate of pay:** £135 - £170 per day based on experience

**Contract:** Freelance

## How to Apply

Send a CV and 1 page cover letter outlining:

- Why you are interested in the role
- Relevant experience, and how you would apply this to the role
- What excites you about Edinburgh Forge

Details should be emailed to [team@edinburghforge.com](mailto:team@edinburghforge.com) with 'Development Officer Role' as the subject.

**Deadline: Wednesday 22nd September.**

Interviews will be held in-person or remotely in the first week of October.